

# Training 7-1: OAS Overview



WISCONSIN DEPARTMENT OF  
PUBLIC INSTRUCTION  
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Welcome to the Wisconsin Department of Public Instruction's (DPI) training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will provide an overview of the income eligibility requirements for the Choice program, the Department of Revenue (DOR) and DPI income determination methods, and allowable corrections for applications related to income.

## **Choice Administrators and Designees Using the Online Application System (OAS)**

Schools participating in the Choice program use OAS to:


- Verify student applications that are submitted by parents;
- Complete and submit program reports;
- View payment listings;
- View wait list pupils;
- View pupil information;
- Complete the ITP; and
- Export student data, if needed.

Schools that participate in the Choice programs use the Online Application System, or OAS, for student application processing, completing and submitting program reports, viewing multiple reports, and exporting student data. This session will provide an overview of OAS. Later sessions will provide more information on processing applications and the reports within OAS.

## Designee Duties

- Designees may verify and submit completed student applications in OAS and request changes to applications already entered into the system.
- Designees with an OAS password may also assist in the completion of other reports in OAS required as part of the choice program, such as pupil count reports and continuing eligibility reports; however, they may not submit these reports.

## Who can be a Choice Administrator?

- Each private school participating in the Choice Programs must have a choice administrator. The Choice administrator must have a username and password for the Online Application System (OAS) in order to submit required choice program reports.
  - The Choice administrator must be one of the following: (1) an owner of the private school; or (2) an individual appointed as the choice administrator by the school's governing body. The choice administrator must sign the Notice of Intent to Participate form and have at least a bachelor degree from an accredited institution or a teaching or administrator license issued by the department.
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## Who can be a Designee?

- A designee is an employee of the school who has been authorized by the Choice administrator to review and approve student applications.
- There are no specific educational credentials required to be a designee.



## Authorized Users

- Only authorized and trained Choice administrators and designees may request an OAS user name and password.
- A school's Choice administrator can authorize up to three individuals to serve as designees.
- Both administrators and designees may be associated with more than one school.

Choice administrators must authorize designees and Governing Board Chairs must authorize Choice administrators.

## Designee Getting Access to OAS: Form

- The Designee Authorization and Update Form is available on the [School Submitted Reports and Forms](#) web page and must:
  - Be complete and signed by the designee and the Choice administrator; and
  - Contain an effective date and the personal address of the designee; and
  - Indicate that the designee has completed the OAS Access trainings and OAS Access Quiz.
- Changes to designee contact information and removal of designees are also reported on this form.

Designees may assist the Choice administrator in processing student applications and completing reports. However, only Choice administrators may submit the reports in OAS.

## **Designee Getting Access to OAS: OAS Access Trainings and Quiz**

- In order to gain access to the Online Application System (OAS), new designees who have not been Choice administrators or designees within the past 2 years are required to:
  - Read trainings associated with the use of the OAS; and
  - Successfully complete and submit electronically the OAS Access Quiz, located on the [OAS Access Training and Quiz](#) web page.

The Designee Authorization and Update Form and OAS Access Quiz are available on the Choice Training webpage at <https://dpi.wi.gov/parental-education-options/choice-programs/school-training>.

## **New Choice Administrator Getting Access to OAS: New Schools**

Choice administrators for schools new to the Choice program must complete the Program Requirements Training and Program Requirements Quiz and send an email to the PSCP requesting access to OAS in order to complete the ITP.

The Choice Administrators Authorization Form and Program Requirements Quiz are available on the Choice Training webpage at <https://dpi.wi.gov/parental-education-options/choice-program-requirements-and-quiz>.

## New Choice Administrator of Continuing Schools Getting Access to OAS: Form

- For continuing schools, if there is a change in the Choice administrator or change in the Choice administrator's contact information, the Choice Administrator Authorization and Update form will be used. This form is located on the [School Submitted Reports and Forms](#) web page.
- Form must be signed by the Choice administrator and the governing board chair, if there is a change in Choice administrator.
- Choice administrator must indicate on the form that he/she has completed the Program Requirements Training and Program Requirements Quiz.
- Choice administrator must also indicate on the form that he/she has completed the OAS Access trainings and the OAS Access Quiz.
- The current Choice administrator must continue to fulfill the Choice administrator duties until the new Choice administrator is trained and authorize.

The Choice Administrators Authorization and Update Form and Program Requirements Quiz are available on the Choice Training web page at <https://dpi.wi.gov/parental-education-options/choice-program-requirements-and-quiz>.

## Getting the User Name and Password

- User names and passwords will be emailed as secure attachments to Choice administrators and authorized designees using kiteworks.
- If you don't already have a kiteworks account, you will be given instruction on how to create an account.

## Disqualified Persons

- If a school is barred from participating in the program when an individual is a designee, Choice administrator, or governing board member, the individual may be included on a disqualified person list.
- Disqualified persons may not have an ownership interest in, serving as an officer, director, trustee, administrator or administrator designee, or person responsible for administrative, financial, or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the choice program for seven years from the date of the state superintendent's order barring or terminating the private school from the program.



## OAS Security

- Keep log in and password information in a secure location.
- Never share your password with anyone else.
- Log out and close browser after each session.
- 20 minute time-out.

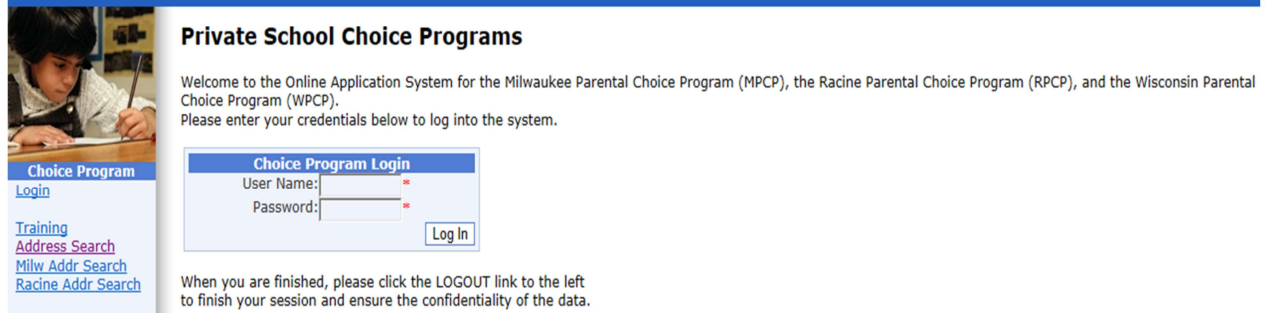
The username and password are case sensitive. This information needs to be kept in an area where others will not have access to it.

The username and password should not be shared with anyone.

Due to the confidential nature of the information in OAS, OAS users should be sure to log out and close their browser after each session.

If you are working in OAS and leave the program open, the program will time-out within 20 minutes. Therefore, when working on a report, remember to save the report regularly.

# Logging in to OAS



The screenshot shows the 'Private School Choice Programs' login page. On the left is a sidebar with a 'Choice Program' menu containing links for 'Login', 'Training', 'Address Search', 'Milw Addr Search', and 'Racine Addr Search'. The main content area has a header 'Private School Choice Programs' and a welcome message. Below the message is a 'Choice Program Login' form with fields for 'User Name' and 'Password', each with a red asterisk indicating required fields, and a 'Log In' button. A 'Logout' link is also present in the sidebar.

**Private School Choice Programs**

Welcome to the Online Application System for the Milwaukee Parental Choice Program (MPCP), the Racine Parental Choice Program (RPCP), and the Wisconsin Parental Choice Program (WPCP).  
Please enter your credentials below to log into the system.

**Choice Program Login**

User Name:

Password:

[Log In](#)

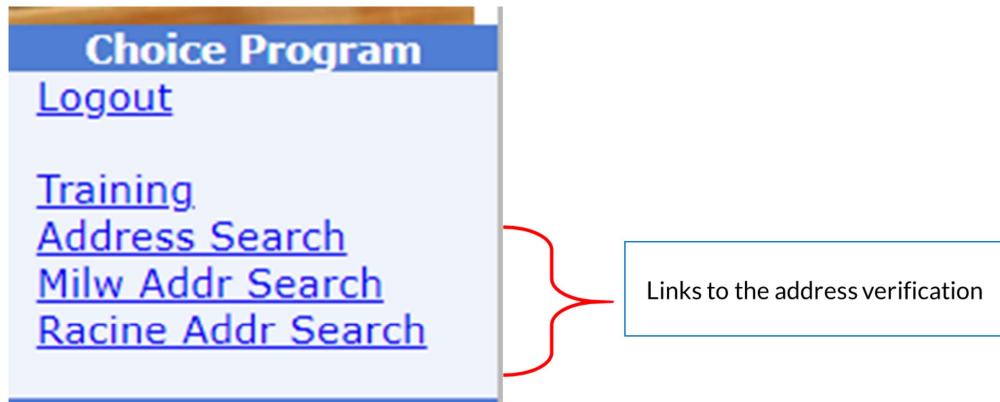
When you are finished, please click the LOGOUT link to the left to finish your session and ensure the confidentiality of the data.

- Log in using your username and password issued by the DPI

Link to OAS can be found on the OAS web page: <https://dpi.wi.gov/parental-education-options/choice-programs/oas>.

OAS username and password are case sensitive.

## Left Menu Bar



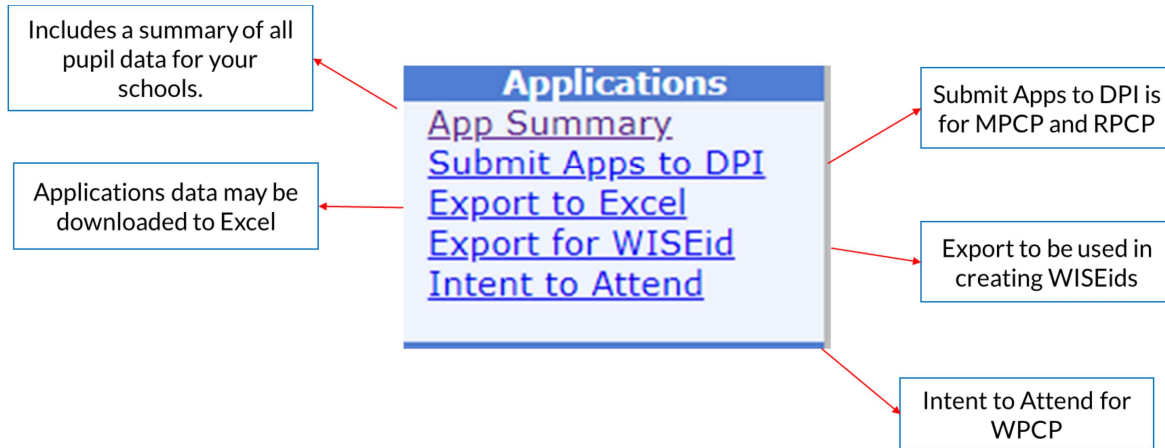
The menu bar in OAS includes links for the different processes, reports, and information in OAS. Please be aware that the left menu bar is not the same for all Choice programs.

In the Choice Program section of the menu bar there are links for the address verifications. The address search that shows up on the left menu bar can be used to determine the school district for the address on the application, this step is a required part of the verification process. Depending on what program you are logged in for will determine the visible address search.

The 'Address Search' link is for the Wisconsin Parental Choice Program or WPCP and searches for addresses using Wisconsin My Vote. The 'Milwaukee address search' link is for the Milwaukee Parental Choice Program or MPCP and completes the address search using the city of Milwaukee website. The 'Racine Address Search' link is for the Racine Parental Choice Program or RPCP and uses the Racine School district address search.

See the Choice Application Processing webpage (<https://dpi.wi.gov/parental-education-options/choice-programs/student-applications-processing>) for additional information on completing the school district verification and information on other sites that can be used to complete this verification.

## Left Menu Bar--Applications

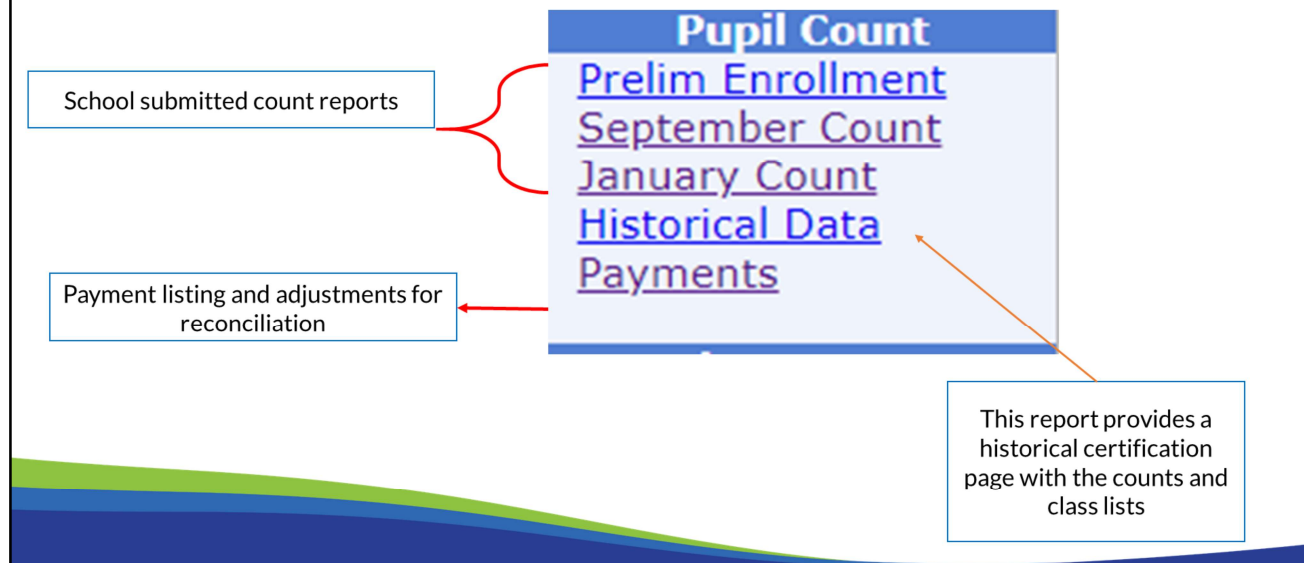


The 'App Summary' link is a summary of all applications and pupil data in OAS for that school year. Only the applications for the program the school has logged in as will display. So, if the school is participating in all three programs and uses their log in information for the MPCP, only the MPCP applicants will be included.

The 'Submit Apps to DPI' link is for MPCP and RPCP schools only. This is used by the schools to submit verified applications to DPI.

The 'Intent to Attend' link is for the WPCP only. This report will include students selected in the random draw. The school will identify who has accepted a Choice seat using the Intent to Attend. The Intent to Attend is covered in greater detail in the WPCP Application Processing training, available at the On Demand Training webpage: <https://dpi.wi.gov/parental-education-options/choice-programs/on-demand-training>.

## Left Menu Bar—Pupil Count

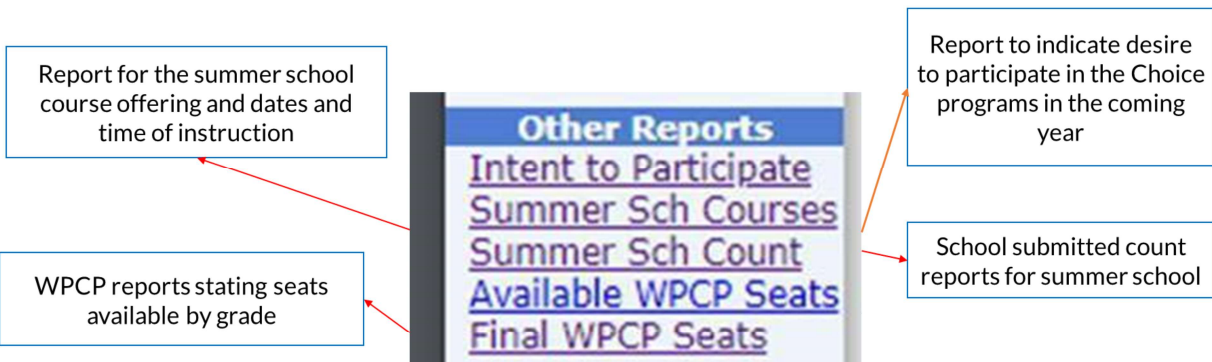


The Pupil Count Section has links for the school to submit their Preliminary Enrollment Report, 3<sup>rd</sup> Friday in September pupil count report, and 2<sup>nd</sup> Friday in January pupil count report. Later trainings will describe the completion of these reports in detail.

The Historical Data report allows the school to view current audited data or data submitted by the school for each of the count reports. The school can either review the class list or the total choice and all pupil count data for each report.

The payments under the Pupil Count Section provide a listing of the pupils who received a payment on each of the payment dates and any adjustments for each pupil. The school can also export this data to Excel.

## Left Menu Bar--Other Reports




The first report in the “Other Reports” section is the Intent to Participate (ITP). The ITP indicates a school’s intent to participate in the Choice programs in the coming year. The ITP must be completed, electronically signed and submitted into OAS by the Choice administrator on or before January 10.

The next two reports in the “Other Reports” section are summer school related reports that must be completed by schools that are offering summer school. The first report provides the list of courses and general information on the summer school program to ensure the program complies with DPI’s requirements. The second report is the Summer School Count Report. In this report, schools indicate the Choice pupils that attended Choice eligible summer school.

The final WPCP Seats link is to notify the DPI of the number of available seats by grade. The WPCP administrator will receive specific email communications from the Choice consultants regarding when the reports must be completed.

# Application Summary



## Private School Choice Programs

### Application Summary

School Year: 2020 - 2021

School Name: School Example

Address: School Address

Student Name:

Parent Name:

Search Reset

Filter:

☐ Not Yet Verified
 ☐ Verified
 ☐ Submitted

☐ Ineligible per DOR
 ☐ Ineligible in Semester 1
 ☐ Ineligible in Semester 2
 ☐ Ineligible in Both Semesters

☐ Duplicate App
 ☐ Expired after 60 Days
 ☐ Parent No Show

☐ Continuing
 ☐ New-DPI Method
 ☐ New-DOR Method
 ☐ New-Foster
 ☐ Multiple Apps \*

Program: WPCP - Wisconsin Parental Choice Program

\* Applications with an asterisk indicate multiple applications exist for the student with a status of: Not Yet Verified, Verified, Submitted, or Ineligible per DOR

Grades: [Check All](#) | [Uncheck All](#) ☒ KG ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☒ 08 ☒ 09 ☒ 10 ☒ 11 ☒ 12

The verification process closed at 06/02/2020 at midnight.

158 applications retrieved

App	Grade	Multi App *	Student	Date of Birth	Status	Date App Received	Enroll Pd	Parent	P	S	J	Cont	Inc	DOR By	Jan Wait	
<a href="#">Edit</a> 756546	07		Bird, Tweedy	06/13/2008	Submitted	4/29/2020	Wpcp	Bird, Plying	Y	Y	Y	N		DOR	parent	N
<a href="#">Edit</a> 756545	07		Bunny, Bugs	06/13/2008	Submitted	4/29/2020	Wpcp	Bunny, Bill	Y	Y	Y	N		DOR	parent	N
<a href="#">Edit</a> 755826	08		Coyote, Wilets	12/19/2006	Submitted	4/18/2020	Wpcp	Coyote, Running	Y	Y	Y	N		DOR	parent	N
<a href="#">Delete</a> <a href="#">Edit</a> 755827	11		Duck, Daffy	05/30/2004	Ineligible in Both Semesters	4/18/2020	Wpcp	Duck, Daddy	N	N	N	N		DOR	parent	N
<a href="#">Edit</a> 755825	06		Cat, Sylvester	03/01/2009	Submitted	4/18/2020	Wpcp	Cat, Scratch	Y	Y	Y	N		DOR	parent	N
<a href="#">Edit</a> 739116	03		Fudd, Elmer	07/02/2012	Submitted	2/28/2020	Wpcp	Fudd, Dudd	Y	Y	Y	N		DOR	parent	N
<a href="#">Edit</a> 739117	01		Mouse, Mickey	07/26/2014	Submitted	2/28/2020	Wpcp	Mouse, Mike	Y	Y	Y	Y				N
<a href="#">Edit</a> 730190	08		Mouse, Minnie	10/08/2006	Submitted	2/18/2020	Wpcp	Mouse, Mommy	Y	Y	Y	Y				N
<a href="#">Edit</a> 730189	04		Yosemite, Sam	02/25/2011	Submitted	2/18/2020	Wpcp	Sam, Grand Teton	Y	Y	Y	Y				N

The application summary in OAS will list all applications that have been submitted to your school (through the online parent application) for the program you are logged in for.

## Application Statuses

- **Not Yet Verified:** A parent has submitted an application to your school—the application is ready to be verified.
- **Verified:** The parent has provided the required documentation to the school and the application has been verified.
- **Submitted:** After verification, the application has been electronically submitted to DPI by the school. For the WPCP, the DPI will submit applications selected in the random drawing.


The application status of not yet verified means a parent or guardian has completed the online parent application and the school has not yet verified the application.

Verified means the parent has provided all of the supporting documentation to the school and the application has been verified by an administrator or designee.

Submitted means that the school has verified and submitted the application to DPI. DPI will submit all applications for the WPCP.



## Application Statuses (cont)

- **Ineligible per DOR:** The DOR has determined the applicant ineligible.
  - **Ineligible in Semester 1:** The student was found ineligible for semester 1, but may be eligible for semester 2.
  - **Ineligible in Semester 2:** The student was found ineligible for semester 2, but may be eligible for semester 1.
  - **Ineligible in Both Semesters:** The student was found ineligible for the full school year.
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DOR ineligible means that the parent chose to use the DOR income determination method in the parent application and DOR determined the parent did not meet the income requirements.

Schools may re-run the DOR determination for new student applications that have been found ineligible per DOR (either in the Online Parent Application where the parent submitted the ineligible new student applications or by the school in OAS) if the school and the parent think the DOR determination is incorrect. Students determined ineligible by the DOR may not switch to the DPI Income Determination Method. The parent will need to work with the school and provide their SSN or Tax ID to the school to rerun the DOR Process, if applicable. Please see the Income Documentation Bulletin, which is available on the <https://dpi.wi.gov/parental-education-options/choice-programs/student-applications-processing> webpage, for additional information.”

Ineligible in Semester 1 indicates that the application was ineligible in Semester 1 but may be eligible for the second semester.

Ineligible in Semester 2 indicates that the application was ineligible in Semester 2 but may be eligible for the first semester. For example, if a WPCP student was counted on the 3<sup>rd</sup> Friday in September and subsequently withdrew from the program, the student would be marked as Ineligible in Semester 2. This student would still be eligible for the 3<sup>rd</sup> Friday in September.

Ineligible in both semesters means that based on the student’s application, the student was not eligible to participate in the Choice program for the full year. If the school has a future open application period for the program the student applied for, the student may be eligible to

reapply for the program, depending on the reason they were determined ineligible.

## Application Statuses (cont)

- **Duplicate App:** The parent has already submitted an application that has been verified—this application is a duplicate.
- **Expired after 60 days:** The application was not verified within 60 days.
- **Parent No Show:** The parent did not provide the required documentation before the end of the open application period.

Duplicate App means the parent already submitted an application and the parent submitted another application. The school identifies duplicate applications in the Application Verification screen.

Once the parent submits a MPCP or RPCP application to the school, the school must complete the verification. If the school does not complete the verification for MPCP or RPCP applications within 60 days, the status will automatically change to Expired after 60 days.

Parent No Show means the parent did not provide the required documentation by the end of the open application period.

## Questions

Website: <https://dpi.wi.gov/parental-education-options/choice-programs>

Email: [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov)

Phone: 1-888-245-2732 ext. 3



If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov), or call the toll-free number at 1-888-245-2732, extension 3 with questions.